

School Construction Project Process and Timeline

School Health & Safety Program

Clark County Public Health's School Health & Safety program, or SH&S, reviews public, private and parochial K-12 school construction projects to ensure minimum environmental health standards are met as well as offer best practice ideas to improve the health and safety of the students.

Types of construction projects that require SH&S program approval

The Clark County Public Health, or CCPH, review complements a building department review. SH&S considers a school's proposed classroom use and determines appropriate health and safety requirements. We also review some items not requiring building department approval, such as playground equipment. Our approval is required before building permits and/or certificates of occupancy are issued. Per Washington State Board of Health Primary and Secondary School Regulations Chapter 246-366WAC, SH&S review is required for projects defined as "new construction". *"New construction" as defined in WAC 246-366 includes:*

- New or replacement school buildings
- Schools to be located in all or part of any existing structure previously designed or utilized for other purposes
- Remodels or additions to existing schools, including but not limited to:
 - Adding classrooms
 - Adding special use rooms such as gyms, band rooms, art, STEM or any other location students will access
- New or relocated portable/modular buildings that students will occupy
- Room upgrades or equipment changes subject to the regulations, including but not limited to:
 - Classroom lighting changes or upgrades
 - New or relocated equipment for STEM, art or other specialty instruction
 - Repurposing/relocating existing rooms for STEM, art or other specialty instruction
- Changes to food service including
 - Addition of a cafeteria, student store and/or other types of food service (culinary programs that will cater)
 - Food service plumbing/sink changes
 - Food service equipment changes or additions
- New or relocated playground equipment



Contact the SH&S Program

DLCntyHealthSchools@clark.wa.gov



CLARK COUNTY WASHINGTON
PUBLIC HEALTH
ENVIRONMENTAL HEALTH

Construction project approval process

TIMELINE

SH&S program approval is required at three stages of the construction process: site review, plan review and occupancy sign-off. Below are the estimated timelines for the SH&S site review and plan review. The time it takes to complete a project varies based on the completeness of the application packets and response time from the applicant(s). Note that plans submitted to other jurisdictions are not automatically forwarded to CCPH. It is the school's responsibility to ensure plans are submitted to SH&S program staff and to schedule the necessary inspections.

It is strongly recommended to contact SH&S program staff before submitting for a new project. Pre-application meetings can be completed individually or in conjunction with the planning department jurisdiction for your project. Request an invite for CCPH if not already included.

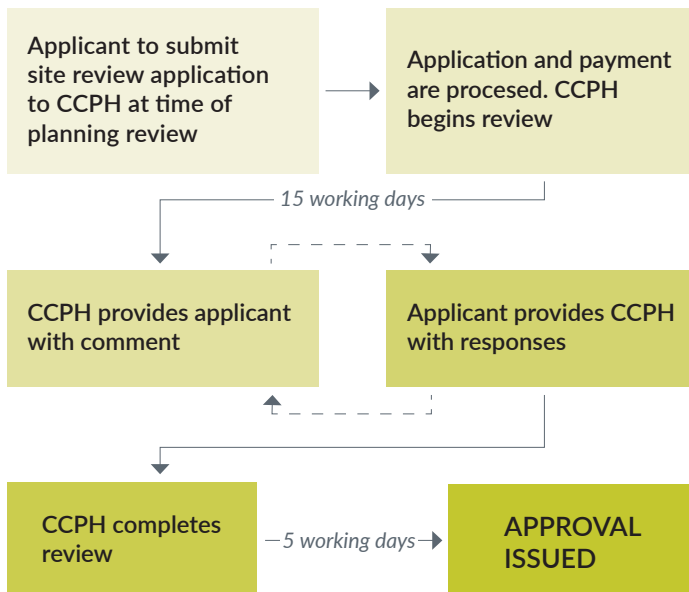
SITE REVIEW

CCPH Water Resource and Protection program conducts a Land Use Development Review for all projects that require a review of land development, on-site septic systems and access to drinking water. When a school is involved, an additional review conducted by the SH&S program staff is required.

The SH&S review will:

- Assess risks associated with sound levels
- Assess risks posed by neighboring businesses and surrounding areas
- Determine potential environmental contaminants based on previous land use and existing buildings

Comment will be provided within 15 working days after the application and payment have been processed. The length of time for a review is dependent on the completeness of the application packet and prompt responses from the applicant(s). With a complete application packet and timely responses, the site review can be completed within 20 working days from the submittal date.



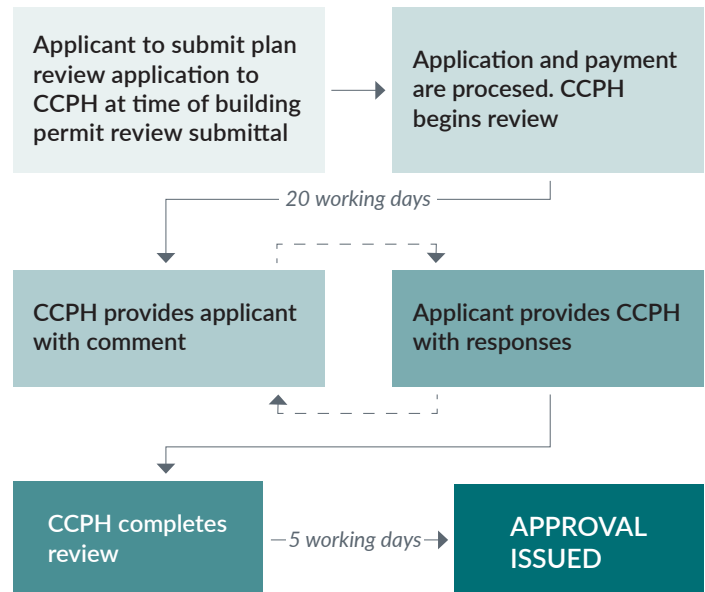
The SH&S site review does not replace the need for the Land Use Development Review. For more information on Land Use Development Review, visit www.clark.wa.gov/public-health/site-septic-system-forms.

PLAN REVIEW

SH&S staff are available for a pre-application meeting to review design plans and intended use of the building. This meeting will provide an overview of the project and identify any areas of concern that may come up in the review.

When ready, the complete design set should be submitted to the SH&S program at the same time as the building department. SH&S program staff will review the project

plans and specifications. Comment will be provided within 20 working days after the application and payment have been processed. The length of time for a review is dependent on the completeness of the application packet and prompt responses from the applicant(s). With a complete application packet and timely responses, the plan review can be completed within 25 working days from the submittal date. Once completed, we notify the building department that we have no objection to the issuance of a building permit.



OCCUPANCY INSPECTION/SIGN OFF

School based projects are required to have SH&S program staff sign off. To obtain sign off, an inspection (e.g. temporary and/or final occupancy) is required after construction is completed. The inspection ensures that construction conforms to the approved plans. When our inspection(s) is complete, we notify the building department we have no objection to the issuance of a Certificate of Occupancy. To avoid delays in sign off, an inspection should be scheduled at least 2 weeks prior to proposed occupancy inspection date or intended use of impacted rooms or equipment.

HOW TO APPLY

Due to the complexity of school construction projects, it is encouraged to contact the School Health and Safety program staff prior to submitting your application. To ensure proper and complete submissions, please email to initiate the submittal conversation.

When you are ready to apply, please visit our website at <https://clark.wa.gov/public-health/school-plan-review-projects> for instructions on how to submit. .



For other formats, contact the Clark County ADA Office

Voice: 564.397.2322 / Relay: 711 or 800.833.6388 / Email: ADA@clark.wa.gov